



## **Guidelines for Combination or Dissolution of a Division**

### **1a) Identification of Divisions at-risk**

By reviewing the Divisions' annual reports, the Committee on Divisional Activities (DAC) shall monitor the operations of each Division. Upon substantive failure of a Division to meet satisfactory Division status as determined by DAC criteria listed below or upon indication of mismanagement, DAC will contact the Division Officers by letter, encouraging improvement of the status of their Division. Additional information may be requested by DAC and, if deemed necessary, DAC will meet with the Officers of the Division for an in-depth review and evaluation of the Division's activities and other areas of concern that may be contributing to the problems identified.

### **1b) Criteria for satisfactory Division status**

1. Program planning and execution that meets the needs of its members
2. Minimum level of 250 paid members
3. Adequate annual report complete and submitted on time
4. Operations in accord with Division's bylaws and the SOCIETY'S constitution and bylaws
5. Elections held according to Division's bylaws
6. Responsible management of Division funds
7. All Officer positions filled
8. Planning for Division operations and for succession of Officers
9. Regular communication with membership (e.g. Newsletter)
10. Responsive Officer-constituent interaction
11. Division activities that draw new participants
12. Outreach activities
13. Councilors attend Council meetings and report to Division
14. New activities for Division members

### **2) Reestablishment of satisfactory status for a Division at-risk**

After the review and evaluation by DAC, the Division Officers and DAC shall develop a strategy, which addresses those criteria for satisfactory status, which have not been met. The strategy will be aimed at returning the at-risk Division to satisfactory status within a period of three years. If a satisfactory Division status is not achieved within four years after the Division is notified of its at-risk status, the Division shall have one year to combine with another Division or to undergo complete dissolution. During this year the Division will be

considered to be in a phase-out status. DAC will assist throughout the phase-out to insure that dissolution or combination with another Division is done in accordance with Division's bylaws.

3) Combination with another Division

Any Division, whether in phase-out status, in probationary status, at-risk, or otherwise, may petition Council for combination with another appropriate Division according to the currently accepted procedure. This may include the formation of one or more Subdivisions. If a Division in phase-out status does not successfully petition for such a combination, it may be faced with dissolution.

4) Dissolution of a Division

The members of a Division in phase-out status may decide to dissolve the Division and dispose of its assets according to SOCIETY and Division bylaws. If the Division is unable to carry out the dissolution procedure, DAC shall establish and carry out a dissolution procedure for the Division.

If a Division in phase-out status elects to combine rather than to dissolve, but is unable to establish a combination with another Division within the phase-out period, and DAC determines that dissolution is appropriate action, DAC may petition Council for dissolution of the Division.

**Approved by the Council Committee on Divisional Activities  
August 23, 1998**